

POSITION DESCRIPTION

LOGISTICS SCHEDULER

OUR VALUES



ABOUT THE ROLE

The Logistics Scheduler plays an instrumental role in ensuring the smooth running of Bisalloy's logistics operation.

KEY RESPONSIBILITIES

- Work closely with the Bisalloy Customer Service Team to ensure deliveries are coordinated in accordance with customer agreements and/or expectations.
- Work with the Despatch Coordinators to plan and maximise loads with a strong focus on achieving cost and time efficiencies and maintenance of freight KPI's.
- Communicate proactively and effectively with freight partners, including trucking and shipping companies, to successfully execute scheduling plans.
- Coordinate logistics requirements for subcontract operations including cutting and priming.
- Troubleshoot and resolve despatch delays and provide solution focused communication to stakeholders.
- Actively communicate scheduling plans with internal stakeholders and provide timely updates of any changes to the plan.
- Work with the Production Scheduler regarding the timely production of material to meet export and coastal sea freight shipments. Arrange bookings with freight forwarders and execute the despatches with the Material Control team.
- Coordinate the receipt of inward bound goods, goods requiring re-routing and goods requiring warehouse transfers.
- Maintain and update the customer requirements database.
- Assist Manufacturing Manager in periodic contract negotiations with transport suppliers.

THE FINER DETAILS

LOGISTICS SCHEDULER

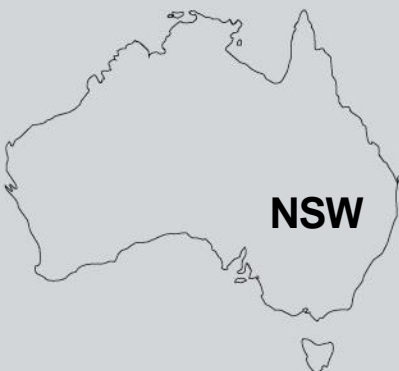
ROLE TYPE

FULLTIME

REPORTS TO

MANUFACTURING MANAGER

ROLE LOCATION



DATE ISSUED:

DATE LAST REVISED: 27 JULY 2022

ABOUT THE PERSON

This role suits a master scheduler with a strong eye for detail. Someone who is a forward planner with strong problem-solving skills and equally strong communication skills. They must be IT savvy and have a flair for excel spreadsheets.

QUALIFICATIONS

- Cert 3 Process Manufacturing or relevant Logistics certification (desirable).

KNOWLEDGE AND SKILLS

- 2 years demonstrated experience working in a planning role.
- IT savvy, excel skills and ERP experience (SAP preferred, not essential).
- Well-organised, with an ability to think on the move and solve problems as they arise.
- Strong oral, written, and verbal communication skills.
- Strong collaboration skills across all levels of an organisation.
- Transport industry experience is highly regarded.

